

Notebook™ Software Toolbars

The Notebook Toolbar

The Notebook toolbar gives you access to a number of tools for working with your Notebook file and changing the properties of objects in the file. By default, the toolbar appears at the top of the Notebook page. If you find it more convenient to have the toolbar at the bottom of the page, select an area of clear space on the toolbar and drag down.



Button	Use this tool to...	Button	Use this tool to...
	Create a new blank Notebook file		Launch the Capture toolbar. The Capture toolbar is described below
	Open a Notebook file		Select any object on the page
	Save your file		Write or draw on a Notebook page with the pen tool
	Paste clipboard object(s) into a Notebook file		Write or draw on a Notebook page with the creative pen tool
	Zoom		Erase annotations on a Notebook page
	Undo the last action you performed		Draw a line
	Redo the last action you performed		Create a shape
	Delete any selected object(s)		Create a text-entry box for typing on a Notebook page
	Display the previous Notebook page		Set the current color of a tool, shape or object
	Display the next Notebook page		Select the line width of a tool or a selected object
	Insert a blank page immediately after the active page		Set the transparency of a tool or selected object
	Show/hide the screen shade		Select the line properties of a tool or a selected object
	Launch full screen view		

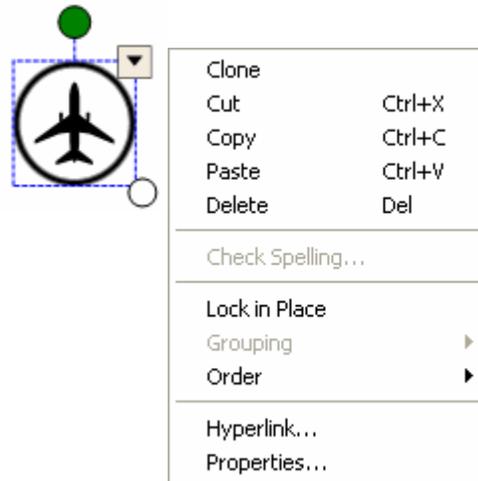
The Capture Toolbar

The Capture toolbar allows you to capture a picture of a portion of a screen, a window or a full screen to a Notebook page. To access the Screen Capture toolbar, press the **Capture** button  on the Notebook toolbar.

Menu Item	Select this menu item to...
	Capture a portion of a screen. Press and drag diagonally to outline the area you want to capture. Release pressure once the area is selected. Your capture will be saved to a Notebook page.
	Capture an active window or a portion of an active window. Press within the window you want to capture. Release pressure once the desired window appears as a hatched area. Your capture will be saved to a Notebook page.
	Capture the entire screen. Set up your screen the way you would like it to look. Then press the Capture Screen button. Your capture will be saved to a Notebook page.

The Object Drop-Down Menu

The Object Drop-Down Menu gives you access to the functions most commonly used when working with an object. Access the menu by selecting an object and press the arrow that appears in the top right corner of the object.



Menu Item	Select this menu item to...
Clone	Make an exact copy of the selected object.
Cut	Remove the selection from the current Notebook file and place it in the clipboard.
Copy	Copy the selection and place it in the clipboard. The original object or objects remains on the Notebook page.
Paste	Insert the contents of the clipboard in the upper-left corner of the Notebook page.
Delete	Delete the selection from the current Notebook file.
Check Spelling	Check the spelling of a selected text object.
Lock in Place	Lock the selected object to ensure its properties cannot be changed.
Grouping	Group or ungroup objects. Choose Group to have two or more selected objects act as a single object. Select Ungroup for the ability to manipulate the objects in a group individually. Ungroup will also break apart a hand-drawn or handwritten object to single pen strokes.
Order	Change which objects are in front of or behind other objects. Use the Bring Forward or Send Backward command to reorder an object one layer at a time. Bring an object directly to the top layer of the page with the Bring to Front command. Use the Send to Back command to send an object to the bottom layer of the page.
Hyperlink	Add a link to a website or file. A hyperlink button  appears in the bottom-left corner of the object. Press the button to open the web browser or application required and go to the selected location.
Properties	Modify the properties of an object. The properties available for modification depend on the type of object you have selected. The options include Outline Color, Fill Color, Line Properties, Transparency and Font.

Special Menu Items

Some objects have special menu items not available to other objects. Handwritten text features the **Recognize** menu item. Macromedia® Flash® objects offer the **Flash** menu item.

Menu Item	Select this menu item to...
Recognize	Transform your handwritten notes into typed text.
Flash	Control your Flash file during a presentation with Macromedia Flash commands. Play begins playing a paused Flash movie. Rewind brings you to the beginning of the Flash file and pauses the movie. Step Forward advances file slightly and pauses the movie. Step Back rewinds the file slightly and pauses the movie. Loop turns looping on or off. A looped Flash file repeats indefinitely. Flash files loop by default.